

Exhibit A

Scope of Work

I. OBJECTIVE

The objective of this interagency agreement (Agreement) between the California Energy Commission (Energy Commission) and the California Employment Development Department (EDD, or Contractor) is to obtain services for the Clean Energy Workforce Training Program (training program). The goal of the training program is to train workers for job skills in energy efficiency, water efficiency, and renewable energy (distributed generation and utility scale). EDD will issue a competitive solicitation focused on a regional sector approach, in order to identify regional partnerships that will accomplish the goals of this initiative.

The training program will provide services to: 1) unemployed or underemployed workers, with a focus on construction workers; and 2) new workforce entrants. Workforce development and training services funded by EDD's subgrant to workforce development provider awardees may include but not be limited to: worker assessment, training and job placement and support services, curriculum development, and professional development for trainers (i.e., "train-the-trainer" programs). These services will support workforce development and economic recovery goals under the American Recovery and Reinvestment Act of 2009 (**ARRA**).¹

II. BACKGROUND

The Energy Commission is responsible for developing energy policies pursuant to state law with the goal of conserving resources, protecting the environment, ensuring energy reliability, enhancing the state's economy, and protecting public health and safety. California leads the nation in implementing innovative energy policies that support renewable energy development, climate change mitigation, fuel standards, and building efficiency standards. To maintain its leading position and advance the development of more in-state, clean, renewable, and alternative energy sources, California must continue to build a well-trained workforce to design, construct, install, retrofit, operate, service, and maintain needed energy infrastructure, systems, and applications.

Clean Energy Workforce Training Program

The Energy Commission is working with its public, private and nonprofit partners to develop a training program that will produce a workforce trained in job skills for energy efficiency, water efficiency, and renewable energy (distributed generation and utility scale). Helping unemployed or underemployed workers and new workforce entrants secure clean energy jobs will enable California to achieve its clean energy future and will also help to accomplish economic recovery efforts initiated by ARRA. The Energy Commission is administering \$226 million in ARRA funds

¹ Terms that appear in bold are defined in the glossary at the end of the Scope of Work.

for the State Energy Program, \$20 million of which have been designated for the training program.

The training program will create multi-level training paths by focusing on the following areas, the last of which the Energy Commission will fund under a separate agreement with the Employment Training Panel (ETP):

- **Green Building and Clean Energy Re-Training Partnerships**
These regional partnerships will provide unemployed or underemployed workers, particularly construction workers, with energy efficiency, water efficiency, and renewable energy skills training as well as job placement services.
- **Green Building and Clean Energy Pre-Apprenticeship Training Partnerships**
These regional partnerships will work with pre-apprenticeship training providers and other employers to provide new workforce entrants and unemployed or underemployed workers with limited construction experience with construction industry, energy efficiency, water efficiency, renewable energy, and integrated “soft” job skills training. The goal is to place individuals in employment and transition them to an approved apprenticeship program.
- **Green Building and Clean Energy Career Advancement Training**
This program will fund energy efficiency, water efficiency, and renewable energy training for incumbent and new workers to add new skills to their professional toolbox.

EDD will award subgrants to workforce development providers who will provide services for re-training and pre-apprenticeship training partnerships. The training program will coordinate with the workforce development efforts of the statewide Green Collar Jobs Council (GCJC), an intergovernmental partnership created in 2008 to develop a comprehensive green workforce development plan for the State.²

EDD is a department under the administration of the California Labor and Workforce Development Agency (LWDA), which oversees the state’s comprehensive workforce investment system. EDD administers programs that provide workforce needs assessments, job seeker assessments, job training, job placement, and educational and related referrals and services to individuals statewide. Accordingly, EDD is well-positioned to support the goals of the training program.

Entities eligible to receive subgrants include: (1) Local Workforce Investment Boards (LWIBs); (2) Community College Districts; and (3) local Community Colleges as lead applicants in partnerships, which can include local employers and industry organizations, utilities, apprenticeship programs, education agencies and providers (including Regional Occupation

² The Green Collar Jobs Council was created by the Green Collar Jobs Act (AB 3018), which Governor Arnold Schwarzenegger signed into law on September 26, 2008. The GCJC is under the purview of the California Workforce Investment Board (CWIB) and is composed of representatives from state agencies, private industry, community organizations, labor organizations, education, and other organizations.

Centers and Programs, Career Technical Education programs, and adult education programs), community-based organizations, labor organizations, and other local or regional organizations. Subgrantees will provide regional sector-based strategies to deliver training for job skills related to energy efficiency, water efficiency, and renewable energy (distributed generation and utility scale), as well as trainee assessment and job placement services.

Subgrantees are required to develop regional workforce development partnerships to achieve these goals. Subgrantee services provided through these regional partnerships shall include:

- Outreach to unemployed, underemployed and new workforce entrants.
- Identification of workforce needs through coordination and development of local partnerships.
- Identification and incorporation of existing training and professional development programs.
- Development and provision of training and professional development activities as necessary for the training program.
- Assessment of trainee skills for placement in training and jobs in fields related to the training program.
- Support and follow-up services for trainees.
- Collection of training and participant data required to meet federal reporting obligations.
- Additional services that provide workers with skills and job placement in the clean energy sector.

EDD will collaborate with the Energy Commission, the California Workforce Investment Board (**CWIB**), and LWDA to administer a solicitation for proposals (**SFP**). The purpose of the SFP is to expand the services currently available through the LWIBs and other regional workforce development providers to meet the goals of the training program. The SFP will result in competitively-bid, regional workforce development and training subgrants. EDD will administer the competitively-bid subgrants throughout their term(s).

TASKS

Task 1. Administration of SFP for Re-Training and Pre-Apprenticeship Training Services

The goal of this task is to administer an SFP to expand the services currently available through the LWIBs, community college districts, community colleges, and other regional workforce development partners. These providers will deliver workforce development and training services for the training program. EDD shall collaborate with the Energy Commission, CWIB, and LWDA to administer the SFP.

EDD shall:

- Administer the SFP process, including technical assistance and outreach for applicants. Tasks may include posting the solicitation and answering questions from potential applicants in a question and answer forum.
- Conduct proposal evaluation and scoring with the Energy Commission and CWIB.
- Compile applicant information and scores, and present them to the Energy Commission.
- Determine final award decisions in collaboration with the Energy Commission, CWIB, and LWDA.

- Communicate the final award decisions to awardees, the Energy Commission, CWIB, and LWDA.

Task 1 Deliverables:

- Copies of all proposals for review, scoring and selection by the Energy Commission, CWIB and EDD.
- Compilation of applicant information and scores and recommended subgrant awards.
- Copies of award notification letters and/or memos.
- Award announcement.

Task 2. Distribution of Subgrants

The goal of this task is to distribute approximately \$14.5 million of ARRA funds to awardees selected pursuant to the SFP identified in Task 1. EDD shall coordinate with the Energy Commission to distribute a minimum of 14 subgrants. Subgrants shall not exceed \$1,000,000. The industry average rate for workforce development and employment services delivery is approximately \$5,000 per new trainee. Based on these standards, a minimum of 3,000 individuals shall receive training services through the LWIBs and other training service providers under the terms of this Agreement.

EDD shall:

- Coordinate the award of subgrants with the Energy Commission.
- Provide copies of subgrants to the Energy Commission.
- Distribute a minimum of 14 subgrants to awardees.
- Provide technical assistance to awardees in the delivery of training programs, e.g., answering questions and providing any needed clarification for awardees regarding training program goals or reporting requirements.
- Provide a list of any training, educational, and outreach materials developed using these funds.

Task 2 Deliverables:

- Copies of subgrants.
- List of any training, educational, and outreach materials developed using these funds.

Task 3. Reporting

The goal of this task is to periodically verify that funded projects are progressing in a satisfactory manner. These requirements are subject to change, in accordance with Federal or the State law, regulation, or policy. EDD must report any information reasonably requested by the State or required by Federal law, regulation, or policy. EDD must obtain a Data Universal Numbering System (DUNS) number and maintain current registrations in the Central Contractor Registration (<http://www.ccr.gov>), the Federal government's primary registrant database. It must also ensure that its subrecipients and vendors comply with these requirements.

Task 3.1. Monthly Progress Reports

EDD shall:

- Provide the Energy Commission with the information below not later than 3 calendar days after the end of each month in a format to be specified by the Energy Commission, in order for the Energy Commission to prepare required reports pursuant to section 1512 of ARRA and the U.S. Department of Energy (DOE) State Energy Program (SEP). The Energy Commission may also require EDD to enter the information below into the California ARRA Accountability Tool (CAAT) system. Standard data elements and federal instructions for use in complying with reporting requirements under section 1512 of ARRA are pending review by the federal government, were published in the Federal Register on April 1, 2009 (74 FR 14824), and will be provided online at www.FederalReporting.gov. The data elements may include but not be limited to the following:

- **ARRA Section 1512 Progress Report**

- Name
- Address
- Type of entity (i.e. State government)
- Transaction type
- Program source
- Dun and Bradstreet Data Universal Numbering System (DUNS) number
- Central Contractor Registration (CCR) information
- Award number
- North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number
- Cumulative amount received as of reporting period end date
- Total amount awarded
- Date of award
- Award period
- Primary place of performance, including city, state, congressional district, and country
- Area of benefit (i.e. State, County, City, School District)
- Names and total compensation of EDD's five most highly compensated officers, if:
 - EDD received in its preceding fiscal year: (1) 80% or more of its annual gross revenues in Federal awards; and (2) \$25,000,000 or more in annual gross revenues from Federal awards; and
 - The public does not have access to information about the compensation of EDD's senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 (26 U.S.C. § 6104).
- Project name
- Project description
- Project status
- Job creation and retention narrative and number

Vendor Data Elements (for purchases of goods or services greater than \$25,000)

- Vendor name

- Vendor DUNS number
 - Vendor zip code
 - Description of vendor's product or service
 - Amount paid to vendor
- **U.S. Department of Energy SEP Progress Report**
- A comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met.
 - A discussion of what was accomplished under these goals during this reporting period, including major activities, significant results, major findings or conclusions, key outcomes, or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information.
 - Cost Status. Show approved budget by budget period and actual costs incurred.
 - Schedule Status. List milestones, anticipated completion dates, and actual completion dates.
 - Any changes in approach or aims, and reasons for change.
 - Actual or anticipated problems or delays, and actions taken or planned to resolve them.
 - Any absence or changes of key personnel or changes in consortium/teaming arrangement.
 - A description of any product produced or technology transfer activities accomplished during this reporting period, such as:
 - Publications (list journal name, volume, issue); conference papers; or other public releases of results.
 - Web site or other Internet sites that reflect the results of this project.
 - Networks or collaborations fostered.
 - Technologies/techniques.
 - Inventions/patent applications.
 - Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.
 - Tracking and reporting on surplus money investment fund (SMIF) earnings and how they are used to support the program (if applicable).

ARRA Progress and Reporting Metrics

- Activities
 - Number and monetary value of loans given (if applicable).
 - Number and monetary value of grants given.
 - Number and type of workshops, training, and education sessions held per Attachment A-1.
 - Number of people attending workshops, training, and education sessions.
 - Number, type, and duration of jobs created.

- Outcomes

- Number, type, and duration of jobs created.
- Energy (kwh/therms/gallons/BTUs/etc.) saved (if applicable).
- Renewable energy installed capacity and generated (if applicable).
- GHG emissions reduced (CO2 equivalents) (if applicable).
- Energy cost savings (if applicable).
- Funds leveraged.

Task 3.1 Deliverables:

- Section 1512 Progress Report.
- U.S. Department of Energy SEP Progress Report.

Task 3.2. Annual and Final Reports

EDD shall:

- Prepare annual reports that represent all activities throughout the relevant year, and one final report that represents all activities throughout the term of this Agreement. The reports shall summarize all data in an electronic spreadsheet and include performance information for workforce development and training, participant post-service delivery outcomes, and other data, including but not limited to the following:
 - Total participants served, including demographics and services provided.
 - Participant outcome data including job placement, training and other support services provided, performance outcomes, and earnings.
 - Annual DOE SEP reporting metrics, including but not limited to energy savings and emissions reductions

EDD will submit a draft of each report to the Energy Commission's Contract Manager for review and comment. The Contract Manager will provide written comments to EDD within 10 working days of receipt. EDD will review the Contract Manager's comments and discuss any recommended changes with the Contract Manager. Once EDD and the Contract Manager have reached agreement on the draft final report, EDD will submit a final version of the report in electronic form, incorporating any agreed-upon changes by the date specified in the Deliverables and Due Dates Table.

Task 3.2 Deliverables:

- Annual Report (draft and final).
- Final Report (draft and final).

Task 4. Meetings

The goal of this task is to discuss program status and review program management. Participants will include the Energy Commission's Contract Manager, EDD, and any other individuals selected by the Energy Commission or EDD to participate. The meetings will be held each quarter, at a minimum.

The Contractor shall:

- Collaborate with the Energy Commission to determine the location, date, and time of each meeting. These meetings may take place at the Energy Commission or another location.
- Collaborate with the Energy Commission's Contract Manager to prepare an agenda in advance of the meeting.
- Send the Energy Commission's Contract Manager a list of expected participants in advance of the meeting.
- Attend the meeting.

Task 4 Deliverables:

- List of expected participants.
- Schedule of quarterly meetings.

DELIVERABLES AND DUE DATES

DELIVERABLES	DUE DATE
Task 1	
Copies of all proposals for review, scoring and selection by the Energy Commission, CWIB and EDD	September 14, 2009
Compilation of applicant information, scores and recommended subgrant awards	September 22, 2009
Copies of award notification letters and/or memos	October 1, 2009
Award announcement	October 1, 2009
Task 2	
Copies of subgrant awards	November 15, 2009
List of any training, educational, and outreach materials developed by awardees and any awardees' subgrantees	November 15, 2009
Task 3	
Monthly progress reports	3 days after the end of each month
Draft annual report	45 days after the end of the calendar year
Final annual report	14 days after delivery of the draft annual report
Draft final report	June 1, 2011 <u>March 1, 2011</u>
Final report	June 30, 2011 <u>March 30, 2011</u>
Task 4	
List of quarterly meeting participants	14 days after the beginning of each calendar quarter
Schedule of quarterly meetings	14 days after the beginning of each calendar quarter
Exhibit B supplemental information	As required

GLOSSARY

ACRONYM	DESCRIPTION
ARRA	American Recovery and Reinvestment Act of 2009 (Public Law 111-5) A Federal act signed into law by President Barack Obama in February 2009 that appropriates funds for job preservation and creation, promotion of economic recovery, investment in environmental protection and science, and stabilization of State and local government budgets.
CWIB	California Workforce Investment Board A California state board that provides guidance to the Governor on workforce training and education policy.
ETP	Employment Training Panel An entity of the Labor and Workforce Development Agency (LWDA) that provides financial assistance to California businesses to support customized worker training.
GCJC	Green Collar Jobs Council A California intergovernmental partnership created in 2008 to develop a comprehensive green workforce development plan for the State. The GCJC is a special committee of the California Workforce Investment Board (CWIB).
LWDA	California Labor and Workforce Development Agency A California state agency that coordinates labor and employment programs for workers and businesses.
LWIB	Local Workforce Investment Board A local, State-certified board that administers a Local Workforce Investment Area (LWIA) in partnership with local elected officials. LWIAs are individual cities and counties or groups of cities or counties in California that provide a comprehensive range of employment and training activities within their local areas for job seekers and employers. There are 49 LWIAs within California designated by the Governor based on population and commonality of labor market.
SFP	Solicitation for Proposals A competitive solicitation designed to select grant recipients.